

HUMAN RESOURCES SPECIALIST



Human Resources Department

Purpose:

The Human Resources Specialist performs clerical and administrative work in support of Human Resources Department activities.

Reports to: Human Resources Administrator or Human Resources Supervisor

Nature & Scope:

The Human Resources Specialist works independently, performing work of a regular and recurring nature and specialized projects under general supervision. The nature of the work requires adherence to laws, policies, procedures, and contractual agreements. The incumbent engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data. The incumbent specializes in hiring all classified positions for the district. The incumbent routinely interfaces with district and school administrative staff, employees, applicants, and the public.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Provides support and guidance using the District application system to job applicants, administrators and supervisors.
3. Processes job vacancies, tracks open positions and supports hiring managers through the hiring process.
4. Provides human resources expertise and informational assistance to job applicants, supervisors, administrators, and employees to advise and resolve various and numerous human resources matters including hiring policies, contract, salary and benefit questions and referring more detailed inquiries to the appropriate resource person.
5. Process hire requests, evaluate and analyze each applicant's experience and education to determine if they meet job description required qualifications. Calculate all relevant experience and education for step placement based on the job requirements listed in the job description to comply with laws and contractual requirements.
6. Prepares and delivers personalized verbal offer calls and written job offer letters that entice and educate potential new employees about Beaverton School District and their new position. Effectively communicate and explain the terms of employment including but not limited to health benefit plans, working calendars, pay spread and union contracts.
7. Conduct onboarding of new employees. Develop, prepare, and maintain new employee information packets, including District and government required forms.

Conduct orientation sessions which welcome, inform and excite new employees in their choice of Beaverton School District as an employer. Ensure all employment documents are accurate, completed and approved, in accordance with laws, contractual agreements and department procedures.

8. The incumbent effectively corroborates with human resources, school site and department administrators to place applicants from the pool hiring requisitions. The incumbent is responsible for the tracking, verification, and coordination by confirming allocations, school site, hours per day, working hours, tenure status, budget, and validating the applicants' qualifications before making offers and finalizing hires.
9. Coordinates substitute processes, including posting classified substitute requisitions, screening applicants, scheduling and conducting interviews, selecting applicants to hire as substitutes and conducting new substitute orientations.
10. Assists in maintaining the Human Resources department website.
11. Assists in recruitment efforts, including supporting the project management of various recruitment events.
12. Arranges and proctors employee testing, including setting up facilities, explaining testing procedures and distributing and collecting testing materials.
13. Compiles, enters, and organizes departmental data.
14. Provides clerical support to departmental supervisors and administrators, including handling phone inquiries, assisting with reception, and filing, updating phone lists, and responding to questions, concerns, and complaints of a general nature.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess an Associate's Degree.
2. Must possess one year of secretarial and administrative support experience.
3. In lieu of #1 and #2, must have a high school diploma or GED and three years' experience necessary to provide the required knowledge and abilities to perform the job.
4. Must possess comprehensive knowledge of standard software platforms.
5. Must be capable of operating standard office equipment.
6. Must possess excellent written and oral communications skills.
7. Must demonstrate high level of attention to detail.

Working Conditions:

The Human Resources Specialist works primarily within an office environment. The work

environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to stand and sit for long periods of time. Bending, stooping, kneeling, and lifting up to 20 pounds is required. Occasional attendance at meetings, events, or activities outside of the normal work hours may be required.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: April 02, 2024

Date Revised: February 26, 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.